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30 OCT 1962

Mr. Robert Amory, Jr.
Chief, International Division
Bureau of the Budget
Washington 25, D. C.

Dear Bob:

We were very glad to have the opportunity on 9 October to discuss with you the Agency's supergrade structure. We have given serious consideration to the points you raised concerning the revised structure and its relationship to certain features of the Federal Salary Reform Act of 1962.

As you will recall, a major subject of discussion was the provision of reserve allocations of supergrades to meet requirements not identified with specific existing positions. The justification for these allocations is set forth in an Agency memorandum dated 20 July 1962, a copy of which has been furnished to you. A re-examination of the reasons for such allocations has confirmed their soundness, and I am convinced that subsequently we will need all of the [redacted] positions provided. However, we recognize that the increases provided by the Salary Reform Act may enable us for a time to satisfy certain salary requirements within the GS-15 range, and that full utilization of the reserve will come about gradually. Therefore, we have reduced our reserve allocation at this time by [redacted] positions. In addition, in external recruitment we will seek to use in each case the lowest grade which will provide the salary level required.

Further, we have reviewed our supergrade structure in relation to the linkage of pay systems provided in the Salary Act and particularly the linkage of the Foreign Service and Classification Act systems. We made this review in terms of comparative responsibilities involved and qualifications required, employment conditions, opportunities for career advancement, and the special requirements of the Agency. The findings reflect that our positions are appropriately allocated in the GS-16/18 range. However, as indicated in General Carter's letter of 31 August and in our discussions, we intend to be judicious and deliberate in our use of those supergrade positions.

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Our revised supergrade structure was based on a comprehensive study of the Agency's staffing requirements and personnel in which General Carter personally took a leading part. This review reflected again the impressive weight of responsibilities carried by employees of the Agency both at and below the executive level. For various reasons the Agency has been very conservative in past years in its use of supergrade positions and I believe that the structure now provided permits adjustments which are long overdue. I believe it would be a disservice to the country as well as to the individuals concerned to continue to withhold appropriate recognition from those who bear such significant responsibilities.

May I express again our thanks for the interest which you have shown in this matter and for the helpful advice you have provided.

Sincerely,

Signed

L. K. White
Deputy Director
(Support)

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Originator: /s/ [redacted] for
Director of Personnel

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